

# CODE OF CONDUCT

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## STUDENT GUIDE

Prepared for: Keystone International Middle, and High School

### INTRODUCTION

A positive school climate and a safe learning and teaching environment are essential if students are to succeed and be happy in school. A positive school climate means everyone feels they are welcome and respected.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

The code of conduct applies not only to students, but to everyone involved in the school system, including parents or guardians, volunteers, visitors, teachers and other staff members.

The code applies whether on school property, on school buses, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate.

### FUNDAMENTAL BELIEFS

- Everyone has a responsibility to promote a safe environment.
- Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others. Responsible citizenship involves taking part in the civic life of the school.
- All members of the school community are to be treated with respect and dignity, with particular regard for those in positions of authority, responsibility, and service to the school.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful. Insults, hurtful acts and a lack of respect for others disrupt learning and teaching in a school community.
- Everyone is expected to resolve conflicts without using violence. Physical and /or verbal aggression is not an appropriate and acceptable way to deal with conflicts.

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#### STANDARDS OF BEHAVIOUR

All school members must:

1. respect and follow all school rules
2. demonstrate honesty and integrity
3. respect differences in people
4. treat one another with dignity and respect at all times, especially when there is disagreement
5. respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age or disability
6. respect the rights of others
7. take the responsibility of her/his own learning
8. not use a language other than English for communication at school
9. show care and respect for school property and the property of others
10. take the proper steps to help those in need
11. respect all members of the school community
12. follow the teacher's instructions, respect peers' right to learn and respect the need of others to work in an environment that encourages learning and teaching
13. seek help from school staff, if necessary, to resolve conflict peacefully
14. not use unacceptable language or profanity in any language
15. take the responsibility of reporting violations of any school rules to any member of the school staff
16. respect every individual's personal space, which means, but is not limited to the following:
  - i. no unwanted physical contact
  - ii. no contact that will set a bad example for onlookers.

#### POLICY ON EDUCATION AND TECHNOLOGY

Keystone recognises the value of technology in the classroom in order to teach technological competence as well as digital citizenship and media literacy. At the same time, we provide firm guidelines to prevent the misuse of technology by Keystone students on or off school grounds.

#### SPECIFIC GUIDELINES FOR ELECTRONIC DEVICES

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- All use of electronics at Keystone schools must be both authorised and directly supervised by a teacher.
- On occasion, teachers may request that students bring specific electronic devices to school for educational purposes. Devices shall be used primarily for, but not restricted to:
  - i. research in the library or classroom
  - ii. online tools, maps, or web pages in the library or classroom
  - iii. educational videos or media in the library or classroom
  - iv. Photography or sound and video recordings necessary for the production of school projects.
- Unless given permission for use by a teacher, students must have their electronic devices turned off prior to entry onto school premises. For Middle School students all devices on school premises must be given to the Vice Principal or the Assistant to the Principal to be stored for safe keeping. In High School, mobile phones must be turned in to the Vice Principal at the start of the day. High School students must bring their laptops for class but only use them as described above. The electronic device will be returned at the end of the school day. In addition, any electronic devices brought to school must only be turned on after leaving the school premises.
- Any telephone communication between students and parents/guardians is to be carried out through the school secretary. The use of cell phones for this purpose is strictly forbidden.
- Devices may **NOT** be used for photography, video, or audio recording of any member of the student body, staff, or administration without consent of the teacher and any of the parties included.
- Any use of social media is prohibited on school grounds.

### CONSEQUENCES OF THE MISUSE OF ELECTRONIC DEVICES

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Any member of the teaching staff or administration reserves the right to confiscate any electronic device at any time should she or he suspect misuse of the device for any reason.

Devices will be confiscated for the duration of the school day. Repeat offences will result in disciplinary action and notification of parents. The parents will be asked to come to school and take the phone.

Disciplinary action will be taken based on general guidelines for behavior at Keystone, pending review of the relevant committee governing disciplinary action at Keystone or administration.

### ARRIVAL AND DISMISSAL POLICY

When arriving at and leaving the school, students shall behave responsibly and in accordance to all Keystone policies. Any misconduct on the premises outside of class hours, or on any school bus to or from school, shall be dealt with in accordance with the general Keystone policies on student conduct.

Parents will ensure that the school is notified in writing of any changes to a student's shuttle program, or any other change that shall occur involving the presence or absence of the student at school or while under supervision of the school, well in advance.

Parents should not drop off their children earlier than 8.30 am or pick them up later than 4 pm. This is to ensure that students are never on school grounds without supervision. Parents who are unavoidably late must notify the school secretary immediately. Due to safety concerns, we ask that all parents and students leave the campus by 4 pm unless the student is enrolled in an after-school club. If the student stays for after school club, she/he will be picked up the latest at 5.30 p.m.

Students who will commute to and from school without a parent or guardian present must provide the school with written notice and permission, as well as details concerning the route the child/ren will be taking to and from school. These students shall arrive at and leave the school grounds at the same time as all other students.

### PUNCTUALITY

During the school day, students need to manage their breaks efficiently to be on time for classes. If they are late, they need to get a late slip from the principal or the vice principal and their instance of tardiness will be registered. If the student is more than 15 minutes

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late to class, he or she will not be allowed into the class and must spend the remainder of the class period in the Principal Assistants office. Parents need to notify classroom teachers of unavoidable lateness in advance, and in writing.

#### STUDENT ABSENTEEISM

In middle school, students can be required to repeat an academic grade due to absenteeism. If they exceed 20 days of absence in total without a doctor's report or parental permission, throughout the academic year will have academic consequences due to the regulations of the Ministry of Education. It is expected from the parent to inform the homeroom teacher beforehand each time of absence.

In high school, students who exceed 10 days of absence without parental permission or a doctor's report **or** a total of 30 days' of excused or unexcused absence (permission or health report) throughout the academic year will, based on the regulations of the Ministry of Education regulations, fail the academic grade. It is expected from parents to inform the homeroom teacher before each time for absence.

#### DRESS CODE

Keystone students are expected to dress appropriately for an educational environment. While this definition may be subjective, it is expected that all students understand and share the dress code as hygienic, presentable and appropriate to the school environment.

Specifically,

- trousers are to be worn at waist level
- no low necklines, or exposed midriffs
- no transparent clothing
- short and skirt lines should be not shorter than 30 cm from the waist
- dangling jewelry is not permitted (as it may catch and cause safety concerns)
- hair should be kept hygienic and unobtrusive (students may be asked to tie back their hair should it become a distraction)
- male students: facial hair should be kept neatly

#### UNIFORM POLICY

From Monday to Thursday, students must wear a Keystone top of any color. On Fridays, students may wear what they want, as long as it conforms to the general dress code.

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For P.E., students are required to wear a Keystone T-shirt of any color and either the Keystone shorts or tracksuit bottoms.

#### **PLAGIARISM**

Plagiarism is strictly prohibited at Keystone. Any instance of plagiarism is taken very seriously and is subject to the general disciplinary practices under the general code of conduct at Keystone schools.

#### **BEHAVIORAL MANAGEMENT**

Behavioral Management's main goals are to raise awareness about the impact of students' misbehavior on themselves and / or on others and to ensure that the misbehavior is replaced by appropriate behavior.

Students may need to be guided in understanding the source of their misbehavior and learning the skills to handle situations differently.

Working with parents as our partners in finding solutions is an important part of this process.

Ongoing and repeated violations of school rules will be dealt with by a committee including the vice principal and appointed members of staff.

Depending on the students' grade level, the school's reaction to misbehavior may include not necessarily in the order given or limited to - the following:

- opportunities of reflection on the behavior
- behavior contract with the student and parent
- tasks for the student to raise awareness on the behavior
- a call or conference with parents
- temporary limitations to participation in school activities (school events and / or field trips)
- replacement or repair of damaged or lost property
- school community service
- suspension from bus ( if the behavior happens in the school bus)
- suspension from school in extreme or repeated cases